

Brighton & Hove Local Development Scheme

2008-2011 Revised

December 2008



**Brighton & Hove
City Council**

Brighton & Hove City Council
City Planning
Environment Directorate

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1. Introduction

1.1 This is the amended 2008 version of the **Local Development Scheme (LDS)** produced by Brighton & Hove City Council. This document revises the version that was approved by the city council Cabinet in July 2008.

1.2 A revision of the July 2008 version was required in order to amend the Core Strategy timetable. This was a result of the announcement in July 2008 that Shoreham Harbour was awarded provisional Growth Point¹ status by the government. This required the need for some additional background research to be undertaken and for the Core Strategy timetable to be delayed.

1.3 The LDS sets out the three year work programme for the Brighton & Hove **Local Development Framework (LDF)**. The government introduced Local Development Frameworks in 2004² as part of a new system of plan preparation with the aim of ensuring that the long term social, environmental, economic and resource impacts of development were more fully considered as part of delivering sustainable development.

1.4 As part of these changes, Local Plans were replaced by a range of **Local Development Documents (LDD's)** that can be prepared at different times dependent on local circumstances. Together these make up the Local Development Framework (LDF). There are three main types of Local Development Document within the new LDF:

- **Development Plan Documents (DPDs)**
- **Supplementary Planning Documents (SPDs).**
- Other **Local Development Documents** – including the **Statement of Community Involvement** and the **Annual Monitoring Report.**

1.5 As and when new Local Development Documents become adopted, they will gradually replace the policies in the adopted Brighton & Hove Local Plan (2005). The status of policies and plans in the transitional period from local plan to local development documents are also discussed in section 5. Appendix D also summarises the status of Supplementary Planning Guidance notes that are to be saved as part of the transition to the new system.

1.6 This LDS also includes documents that are to be jointly produced with East Sussex County Council as part of the **East Sussex and Brighton & Hove Waste and Minerals Development Framework**. This also forms part of the Local Development Framework and will eventually replace the East Sussex and Brighton & Hove Waste Local Plan (2006) and Minerals Plan (1999).

¹ Growth Point status- Provides potential access to central government funding for projects that support the delivery of additional housing and sustainable development. Currently, this status is provisional and reliant on further development work.

² Via the Planning and Compulsory Purchase Act 2004.

2. The Local Development Scheme 2008-2011

2.1 Key Changes to the LDS produced in April 2007

2.1.1. Completion of Documents

The 'Advertisements' Supplementary Planning Document (SPD) was adopted in June 2007. The Sustainable Building Design SPD was adopted in September 2008. Both of these documents have been removed from the LDS work programme.

2.1.2 Additional Documents

The following new documents have been added to this version of the LDS:

- A joint **Development Policies and Site Allocations DPD** in place of two separate Site Allocations and Development Policies documents.
- A **Waste Sites DPD** to be prepared jointly with East Sussex County Council as part of the Waste and Minerals Development Framework. It is anticipated that only early development work on this document will take place during the three years of this LDS.
- New Supplementary Planning Documents to be undertaken including **Brighton Marina, London Road Central, Universities, Householder Extensions and the Urban Design Framework SPDs**.
- A **Shoreham Harbour Joint Area Action Plan (JAAP)** to be developed in partnership with Adur District Council and West Sussex County Council.

2.1.3 Changes to timetables previously published in July 2008

- **Core Strategy DPD** – The work programme has been altered due to the need to carry out additional background research regarding the potential impacts of the Shoreham Harbour regeneration project.
- **Development Policies and Site Allocations DPD** – A new timetable has been developed for this joint document. Joining the two documents together will allow for more rapid replacement of the Local Plan. This timetable has been further adjusted to allow for a focus of resources on completing the submission version of the Core Strategy.
- **Supplementary Planning Documents (SPD's)** –
 - **Nature Conservation in Development** – This timetable has been deferred for further consultation and now has an estimated adoption date of March 2009.
 - **Parking and Accessibility** - There have been further changes to the Parking and Accessibility SPD timetable due to the need to focus resources on the Core Strategy. The estimated adoption date is now December 2009.
 - **Infrastructure Delivery** (previously referred to as the Developer Contributions SPD) – This SPD is being re-drafted and will be subject to further public consultation and is now due for adoption in March 2010.

3. The Brighton & Hove Local Development Framework

3.1 Spatial Planning in Brighton & Hove

3.1.1 The 2004 Act introduced the concept of '**spatial planning.**' Spatial planning broadens traditional land use planning by seeking to integrate it more closely to other policies and programmes which influence the nature of places and how they function, for example, by achieving clearer linkages between local planning and other key local strategies such as the Sustainable Community Strategy and health and community safety strategies.

3.1.2 The city council has taken measures to ensure that there are effective links between the LDF and the Brighton & Hove Sustainable Community Strategy. These include:

- Ensuring that there is full alignment between the policies of the Core Strategy and the Sustainable Community Strategy
- Mapping and analysing how the Core Strategy delivers on Sustainable Community Strategy priorities and regular reporting on this to the LSP
- Consulting and engaging with the Local Strategic Partnership (LSP) and the Public Service Board's LDF Partnership Sub-Group on emerging documents
- Sharing monitoring information

3.1.3 The LDF is an important mechanism in helping to deliver the spatial elements of a number of Brighton & Hove's citywide strategies. These include the economic, local transport, housing, community safety, tourism, sports and cultural strategies and the climate change action plan. Linkages are made with these strategies via the internal LDF Steering Group (this is made up of senior officers across the city council) and the wider Internal Officers Advisory Group that advises on options for DPDs.

3.2 Proposed Documents

The Brighton & Hove LDF will consist of the following development plan documents. These documents together with the final version of the South East Plan³, will form the statutory development plan for the city.

Table 1

Development Document	Description
Core Strategy DPD	The purpose of the Core Strategy is to provide an overall strategic vision for the city to 2026. It will set out priorities and meet the challenges of the future and identify the broad locations, scale and type of development and supporting infrastructure that will take place in the city.
Shoreham Harbour Joint Area Action Plan DPD	To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour for the period up to 2026
Development Policies & Site Allocations DPD	This document will include existing and proposed site allocations not shown in the Core Strategy as well as a set of generic development management policies.
LDF Proposals Map DPD	This will be adopted at the time the Core Strategy is adopted or when the South Downs National Park is designated (if later). It will be updated as each new DPD is adopted.
Waste and Minerals Core Strategy DPD	This is being prepared jointly with East Sussex County Council. Sets out the vision, objectives and strategy for sustainable waste development and minerals production in the area and will provide the framework for development control.
Minerals Sites DPD	This is being prepared jointly with East Sussex County Council This will set out the existing sites and commitments and any new site allocations for minerals development.
Minerals Sites Proposals Map DPD	Shows on a geographical basis the application of the policies in the Minerals Sites DPD.
Waste Sites DPD	This will be prepared jointly with East Sussex County Council. This will set out the existing sites and commitments and any new site allocations for waste development not covered in the Waste & Minerals Core Strategy. The timetable for this document is yet to be confirmed.
Waste Sites Proposals Map DPD	This will show on a geographical basis the application of the policies in the Waste Sites DPD. The timetable for this document is yet to be confirmed.

³ The 'South East Plan' is the Regional Spatial Strategy relevant to Brighton & Hove. The draft plan is currently subject to modification by the Secretary of State. The final plan will be published later in 2008.

3.3 Other Documents in the Local Development Framework

3.3.1 Statement of Community Involvement (SCI)

This document was adopted in September 2006 and guides how local communities and stakeholders will be involved in the preparation of the LDF. This will be revised and updated in 2009 to take into account the changes to the LDF consultation process as a result of the Government's revisions to Planning Policy Statement 12: 'Local Spatial Planning' introduced in June 2008.

3.3.2 Annual Monitoring Report (AMR)

This is published by the city council in December every year. It will assess performance over the previous financial year (1 April through to 31 March) and will review performance in relation to implementing the Local Development Scheme and whether policies in the LDF are meeting their aims. It will also monitor the effectiveness of the Statement of Community Involvement and will include information on the number of new dwellings provided every year (and projected into the future). In addition it will include development control performance against key indicators (for example, decisions taken within 8 weeks).

3.3.3 Sustainability Appraisal Framework

The purpose of the Sustainability Appraisal (SA) framework is to promote sustainable development through the integration of social, environmental, and economic considerations into the policies and guidance in Development Plan Documents (DPD's) and certain Supplementary Planning Documents (SPD's). Where a Sustainability Appraisal is required, this will be produced and consulted on in parallel to the development document in order to inform the final submission version.

Strategic Environmental Assessment (SEA) is a legally enforced assessment procedure required by European SEA Directive 2001/42/EC. The SEA Directive aims at introducing systematic assessment of the environmental effects of strategic land use related plans and programmes. This will be carried out as part of a full Sustainability Appraisal.

4. Timetable of proposed Local Development Documents and Supplementary Planning Documents

4.1 The **Schedule of proposed Local Development Documents** (Table 2 overleaf) sets out the documents to be prepared giving a brief description, the status of the document and sets out the key stages for consultation. For a more detailed breakdown of the key stages of document production, please see Appendix B.

4.2 Table 3 summarises the key milestones for the Supplementary Planning Documents (SPDs) that are to be prepared over the next three years, giving their proposed draft SPD publication and proposed adoption dates.

Table 2: Schedule of Proposed Local Development Plan Documents

DPD Document	Description	Chain of Conformity	Consulting Statutory Bodies on the Scope of the Sustainability Appraisal	Publication of the DPD	Submission to the Secretary of State	Proposed date for Adoption
Core Strategy	Provides an overall strategic vision for the city to 2026. It will set out priorities and meet the challenges of the future and identify the broad locations, scale and type of development and supporting infrastructure that will take place in the city.	Planning Policy Statements and the Regional Spatial Strategy, Sustainable Community Strategy and other relevant city strategies..	Completed in October-November 2006	October 2009	February 2010	November 2010
LDF Proposals Map	Identifies the national, regional and local designations. To be updated when DPD's are adopted/updated.	National, regional and development plan designations.	As part of DPD preparation	As part of DPD preparation	In accordance with the DPD	November 2010
Waste and Minerals Core Strategy	Sets out the vision, objectives and strategy for sustainable waste development and minerals production in the area and will provide the framework for development control.	Planning Policy Statements, national policy and guidance, the Regional Spatial Strategy and both Sustainable Community Strategies.	Completed in March-April 2007	Feb - March 2010	June 2010	January 2011
Shoreham Harbour Joint Area Action Plan	To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour for the period up to 2026.	Planning Policy Statements, national policy and guidance, the Regional Spatial Strategy and both Sustainable Community Strategies.	December 2008	December 2009 - January 2010	February 2010	December 2010
Development Policies and Site Allocations	This document will include existing and proposed site allocations not shown in the Core Strategy as well as a set of generic development management policies.	Planning Policy Statements and the Regional Spatial Strategy, Sustainable Community Strategy, Core Strategy and other relevant city strategies.	February 2010	September-October 2011	January 2012	September 2012
Minerals Sites	Sets out the existing sites and commitments and any new site allocations for minerals development not covered in the Waste and Minerals Core Strategy.	Planning Policy Statements, Regional Spatial Strategy, national policy and the Waste and Minerals Core Strategy.	March-April 2007	February-March 2011	July 2011	April 2012
Minerals Sites Proposals Map	Shows on a geographical basis the application of the policies in the Minerals Sites DPD	In conformity with Core Strategy.	As part of DPD preparation	As part of DPD preparation	July 2011	April 2012

Table 3 Supplementary Planning Documents (SPDs)

Document Title	Description	Geographical Area	Date Draft SPD to be published	Date SPD due to be adopted
Nature Conservation in Development	To provide guidance on integrating and protecting nature conservation features with new development proposals.	City wide	December 2008 (re-drafted version)	March 2009
Architectural Features	To provide broad guidance on detailed design in conservation areas including roofing materials, doors, windows and extensions.	City wide Conservation Areas	February 2009	June 2009
London Rd Central	To provide a masterplan for steering the future redevelopment and regeneration of the London Road area of Brighton.	London Road area	January 2009	July 2009
Brighton Marina	To provide a masterplan for steering the future development of Brighton Marina and the former Gas Works site.	Brighton Marina	March 2009	September 2009
Parking Standards & Accessibility	To provide revised guidance on parking standards and accessibility needed to comply with national and regional guidance and to support the city's sustainable transport policies, the Local Transport Plan and the development management process.	City wide	June 2009	December 2009
Universities	To provide a framework to guide future development within the university campuses together with an analysis of future student accommodation requirements.	Lewes Rd Corridor, Falmer, Moulsecoomb and Grand Parade university campuses	June 2009	December 2009
Infrastructure Delivery	To identify the general infrastructure and service requirements that will be taken into account when assessing requirements for developer contributions both for on site and/or financial contributions. It will make developers aware of when contributions are likely to be required, and will allow these to be considered early in the planning process	City wide	September 2009	March 2010
Householder Extensions	To provide guidance on minor household extensions.	City wide	September 2009	March 2010
Urban Design Framework	To provide detailed and city-wide policy guidance to support the Urban Design policy in the Core Strategy. It will take forward the background evidence of the Urban Characterisation Study into strategic policy and set out priorities for future intervention.	City wide	July 2010	January 2011

Overall Programme 2008-2011

ID	Task Name	Start	Finish	2008	2009	2010	2011	2012
1	CORE STRATEGY	03/10/05	30/11/10					
2	Public Participation in Preparation	03/10/05	30/06/09					
3	Publication of Document	01/10/09	30/10/09					
4	Submission to Secretary of State	01/02/10	26/02/10					
5	Pre-Examination Meeting	01/04/10	30/04/10					
6	Examination	03/05/10	30/06/10					
7	Adoption	01/11/10	30/11/10					
8								
9	SHOREHAM HARBOUR JAA P	03/11/08	30/12/10					
10	Public Participation in Preparation	03/11/08	30/11/09					
11	Publication of Document	01/12/09	31/12/09					
12	Submission to Secretary of State	01/02/10	26/02/10					
13	Pre-Examination Meeting	01/07/10	31/07/10					
14	Examination	01/09/10	30/09/10					
15	Adoption	01/12/10	30/12/10					
16								
17	WASTE & MINERALS CORE STRATEGY	29/02/08	31/01/11					
18	Public Participation in Preparation	29/02/08	30/10/09					
19	Publication of Document	01/02/10	26/02/10					
20	Submission to Secretary of State	01/06/10	30/06/10					
21	Pre-Examination Meeting	01/07/10	30/07/10					
22	Examination	01/09/10	30/09/10					
23	Adoption	03/01/11	31/01/11					
24								
25	DEVELOPMENT POLICIES & SITE ALLOCATIONS	01/02/10	28/09/12					
26	Public Participation in Preparation	01/02/10	29/07/11					
27	Publication of Document	01/09/11	30/09/11					
28	Submission to Secretary of State	02/01/12	31/01/12					
29	Pre-Examination Meeting	01/03/12	30/03/12					
30	Examination	02/04/12	30/04/12					
31	Adoption	03/09/12	28/09/12					
32								
33	MINERALS SITES	29/02/08	30/04/12					
34	Early Public Participation in Preparation	29/02/08	24/04/08					
35	Public Participation in Preparation	01/06/10	31/07/10					
36	Publication of Document	01/02/11	31/03/11					
37	Submission to Secretary of State	01/07/11	31/07/11					
38	Pre-Examination Meeting	01/11/11	30/11/11					
39	Examination	02/01/12	31/01/12					
40	Adoption	02/04/12	30/04/12					

5. Saved Documents

5.1 The Brighton & Hove Local Plan

The Brighton & Hove Local Plan was adopted in July 2005. Under the new planning system, local plans will remain the statutory development plan and be automatically saved for three years from adoption. The Local Plan will be gradually replaced by emerging development plan documents including the Core Strategy and the Development Policies and Site Allocations DPD and will be fully replaced by July 2011 when the new Development Policies and Site Allocations DPD is adopted. Given this goes beyond the three year period, a proposal was placed in the council's submitted Annual Monitoring Report 2006-7 to 'save' the policies until the replacement policies are adopted. A letter from the Secretary of State confirming this request was received in June 2008.

5.2 East Sussex and Brighton & Hove Waste Local Plan

The East Sussex and Brighton & Hove Waste Local Plan was adopted in February 2006 and its policies were automatically 'saved' for three years to February 2009. A submission has been made to the Secretary of State to save Waste Local Plan policies until they are replaced by new waste and minerals development plan documents. The LDS includes a timetable for preparing a new Waste and Minerals Core Strategy and a Minerals Sites DPD. The council is satisfied that the current waste site allocations in the Waste Local Plan will meet waste needs until the Waste Sites DPD is adopted. A timetable for the development of the Waste Sites DPD is yet to be formally agreed.

5.3 East Sussex and Brighton & Hove Structure Plan

The majority of policies in the East Sussex and Brighton & Hove Structure Plan have been saved beyond September 2007. A schedule of saved policies was included in Appendix 1 of the Annual Monitoring Report 2006-7. It will eventually be replaced by the South East Plan (the Regional Spatial Strategy) which is due to be adopted in late 2008.

5.4 East Sussex and Brighton & Hove Minerals Local Plan

The East Sussex and Brighton & Hove Minerals Local Plan was automatically saved for three years to July 2007. Brighton & Hove City Council will be preparing a Waste and Minerals Development Framework with East Sussex County Council. There is only one minerals site within Brighton & Hove at Shoreham Port. Appropriate policies in the Minerals Local Plan have been saved until the Waste and Minerals Core Strategy DPD is adopted. These are set out on East Sussex County Council's web site at www.eastsussex.gov.uk.

5.5 Supplementary Planning Guidance (SPG)

It is proposed that all of the SPG notes linked to the adopted Brighton & Hove Local Plan are saved until:

- superseded by new Supplementary Planning Documents;

- or until the policies to which they are attached to are replaced by policies in Development Plan Documents. The saved SPGs are listed in appendix D and can be found on the city council's website at:
www.brighton-hove.gov.uk/planning/local_plan/supplementary_planning_guidance.

The council is currently considering options to upgrade some Supplementary Planning Guidance notes to Supplementary Planning Documents subject to policy considerations.

6. Monitoring and Review

6.1 The performance of the council against the LDS timetable will be monitored in the Annual Monitoring Report (AMR). This will be published and submitted to the Government Office for the South East in December every year. It will be publicly available at the City Council's City Direct offices and available on the council's website (www.brighton-hove.gov.uk/ldf).

6.2 The AMR monitors and reviews a number of areas and will mainly look at the following:

- Performance against the timetable as set out in the LDS;
- The effectiveness of saved policies;
- The effectiveness of new policies and DPD's. This will determine the timetable for review of local development documents;
- It will provide an up to date list of superseded and 'saved' policies ;
- Monitor effectiveness of the SCI;
- Set out a housing trajectory. This forecasts the amount of new housing currently being delivered and projects this into the future.

6.3 The AMR is based upon information generated by monitoring four sets of indicators:

- Contextual
- Core output
- Local output
- Significant effects

The core output indicators are required and prescribed by the government and are common to all authorities. The other three types of indicator are identified by the city council.

6.4 The information in the AMR will be used to identify LDF work priorities. The LDS will be reviewed as the need for further documents emerges and to ensure that a three year programme is maintained.

7. Supporting Documents and Evidence Base

Table 4 below sets out background evidence and research work undertaken that will inform the new local development documents.

Table 4

Study Title	Description	Status
Tall Buildings Study	Provided a design and plan-based approach to determine areas of Brighton & Hove that may be suitable for taller development.	Completed in October 2003
Socio-Economic Baseline Report (based on City Stat's)	City profile of demographic; socio-economic statistics; ward profiles; definition of neighbourhood areas.	Completed in June 2005
Housing Needs Study	Updated the Brighton & Hove Housing Needs Study (2002) and assessment of need for Gypsy and Travellers' Sites.	Completed in Sep 2005
Retail Study & Retail Health Checks	Provided an up-to-date picture of current and future capacity for retailing in the city.	Completed in June 2006
Employment Land Study	Assessed the demand for and supply of employment land over the next ten years.	Completed in September 2006
Infrastructure Capacity Study	Assessed the physical, social and transport infrastructure capacity across the city.	Completed in November 2006
Houses in Multiple Occupation (HMO's) Study	Studied the role that HMO's serve particularly in terms of providing low cost accommodation.	Completed in June 2006
The East Sussex and Brighton & Hove Gypsy and Traveller Study	Assessed the accommodation needs of gypsies and travellers.	Completed in 2006
LR2 (London and Lewes Road Study)	This study identifies options and opportunities for regeneration of the London Rd/Lewes Rd area of the city.	Completed in July 2007
Urban Characterisation Study	Citywide and neighbourhood characterisation study.	Completed in March 2007
Hotel Futures Study	Provided up to date information on hotel and guest accommodation, performance and development potential in the city.	Completed in March 2007
Public Place Public Life Study	Provided a Public realm toolkit for Brighton & Hove - made recommendations for improving the city's network of streets and spaces.	Completed in April 2007
Affordable Housing Viability Study	To test alternative percentages of affordable housing.	Study completed in December 2007
Reducing Inequalities Review	To evaluate the approaches taken in Brighton & Hove to address social exclusion and deprivation in neighbourhoods and among groups facing disadvantage and offer recommendations for future approaches to tackling inequality.	Completed January 2008

Brighton & Hove Local Development Framework

Study Title	Description	Status
Strategic Flood Risk Assessment	Determined the basis for preparing appropriate policies for flood risk management and the approach to flood risk in the development control process	Commissioned jointly with ESCC - completed at the end of March 2008
Sequential and Exception Test	This paper sets out the sequential tests relating to flood risk at the broad locations (or 'Development Areas') identified in the Core Strategy.	Completed in March 2008
Creative Industries Workspace Study	Provided an evidence base on the supply and demand of creative industry workspace.	Study completed by end of March 2008
Strategic Housing Land Availability Assessment	To identify potential land for the development of sites for housing to cover at least the first ten year life of the plan and to assess their housing potential and when they are likely to be developed.	Interim report completed in May 2008. Final report due by January 2009.
Strategic Housing Market Assessment	Estimated housing need and demand in terms of affordable and market housing, determine the distribution of need, demographic trends and accommodation requirements of specific groups.	Completed in May 2008
Appropriate Assessment	Part of the Habitat Regulation Assessment and the Core Strategy Sustainability Appraisal	Completed in May 2008
Transport Assessment	To provide a transport assessment of the Core Strategy's spatial strategy.	Final report completed in June 2008.
Open Space, Sport and Recreation Study	Quantitative, qualitative and accessibility analysis of existing open spaces/recreational facilities. Development of local Open Space Standards.	Interim report completed in June 2008. Final report by end of December 2008.
Green Infrastructure Network	Options for developing a green network through combining ecological, sustainable transport and social/cultural benefits.	Interim report completed in June 2008. Final report due in Jan 2009.

In addition, research has been commissioned in November 2008 for the Shoreham Harbour Joint Area Action Plan which also informs the evidence base for the Core Strategy. The key studies are summarised below, others may follow:

Shoreham Harbour JAAP Background Studies	Date of Expected Completion
Shoreham Harbour Housing Study	Final report end of Jan 09
Strategic Transport Study	Final report end of Feb 09
Economic Development Strategy	Final report end of Jan 09
Retail Study	Final report end of Jan 09
Hotels and Tourism Study	Final report end of Jan 09
Reclamation and Port Masterplanning	Final report end of March 09
Flooding	To be agreed by March 2009
Site Capacity and Viability	Interim report end of Nov 08

8. Project Management and Resources

8.1 The LDF is delivered by staff across Brighton & Hove's City Planning division. The main responsibility for delivering the Local Development Framework lies with the Local Development Framework Team which is managed by the Local Development Framework Team Manager. It is staffed by a dedicated LDF Project Manager, a Principal Policy Advisor and three Senior Planning Officers.

8.2 The LDF Project Manager uses Prince 2 project management methodology where appropriate to manage the LDF process and produces and monitors the yearly LDF Programme Plan and LDF Risk Log. Updates are reported regularly to the Assistant Director, City Planner and the cross-departmental LDF Steering Group consisting of senior council officers. The Project Manager is also responsible for working up detailed work programmes across the LDF, ranging from background research, SPD preparation and consultation schedules and has a key role in supporting the joint project management arrangements with East Sussex County Council with regard to the Waste and Minerals Development Framework. Joint project management arrangements are managed by a Joint Project Management Group which meets regularly and reports to a joint Waste and Minerals Project Board.

8.4 The City Planning Strategy and Monitoring Team provides support in terms of staffing, leading on the Waste and Minerals Development Framework, undertaking sustainability appraisal work and producing the Annual Monitoring Report. Project support is also provided by planners in the Planning Projects Team and officers in the Conservation and Design Team.

8.5 Development Plan Documents are prepared via identified officers in a project team lead by a manager and co-ordinated by a dedicated lead officer. Supplementary Planning Documents may be prepared outside City Planning or within other departments within the city council. If this is the case project management for these remain the responsibility of an identified officer in City Planning.

8.7 A wider LDF Internal Officers' Advisory Group is also used to ensure good strategic policy links are made across the city council to support the preparation of DPDs. Key officers from this group are represented on the LDF Steering Group. Close working with the LDF Partnership Sub-Group of the Local Strategic Partnership and the Public Service Board ensure good links are made with delivery of the Sustainable Community Strategy. Currently lead councillors have been identified by each party to lead on the LDF and are briefed at key stages.

9. Risks and Contingencies

9.1 Dedicated LDF Risk and Issue Logs are maintained by the LDF Project Manager and are regularly reviewed with the Assistant Director, City Planner and the LDF Steering Group at its meetings. These logs include any resource based issues which may arise as a result of the regular programme review process. The log identifies action required to mitigate the risks if they occur and also identifies contingency measures that may be required to ensure key deadlines can be met. In addition, there is also a dedicated Waste and Minerals Development Framework risk log maintained jointly with East Sussex and reviewed regularly by the joint Waste and Minerals Project Board.

APPENDICES**APPENDIX A- Profile of Development Plan Documents (DPDs)****1. CORE STRATEGY DPD****OVERVIEW**

Role and Subject	To provide an overall strategic vision for the city to 2026. It will set out priorities and meet the challenges of the future and identify the broad locations, scale and type of development and supporting infrastructure that will take place in the city.
Coverage	Citywide
Status	Development Plan Document
Conformity	National policy and the South East Plan (Regional Spatial Strategy)

TIMETABLE

Stage	Date
Commencement of Document	June 2005
Early Stakeholder and Community Involvement: Issues and Options	October – March 2005
Early Stakeholder and Community Involvement: Scoping Report	October – November 2006
Preferred Options Public Consultation Consultation on draft Sustainability Appraisal	November – December 2006
Revised Preferred Options consultation	June – August 2008
Publication of the Document	October – November 2009
Date for submission to Secretary of State	February 2010
Pre-examination meeting with Inspector	April 2010
Examination in Public (estimated)	May 2010
Estimated date for adoption by the council	November 2010

ARRANGEMENTS FOR PRODUCTION

Role	Officers
Organisational Lead	Chief Executive
Political Management	Cabinet and full Council
Internal Resources	Local Development Framework Team Manager, Principal Policy Advisor, LDF Project Manager, Core Strategy Project Team and the Sustainability Appraisal Officer, the LDF Steering Group and the LDF Internal Officers Advisory Group.
External Resources	Consultants commissioned for research/evidence base work.
Stakeholder Resources	Local Strategic Partnership LDF sub-group, Economic Partnership, Community and Voluntary Sector Forum, statutory consultees and the local housing partnerships.
Community and Stakeholder Involvement	The approach to stakeholder and community involvement is set out in the Statement of Community Involvement.

2. DEVELOPMENT POLICIES & SITE ALLOCATIONS DPD

OVERVIEW

Role and Subject	This document will include existing and proposed site allocations not shown in the Core Strategy as well as a set of generic development management policies.
Coverage	Citywide
Status	Development Plan Document
Conformity	National policy and guidance, South East Plan (RSS) and the Core Strategy.

TIMETABLE

Stage	Date
Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal	February 2010
Public Participation in Plan Preparation	February 2010 – August 2011
Publication of the Document	September 2011
Date for submission to Secretary of State	January 2012
Pre-examination meeting with Inspector	March 2012
Examination in Public (estimated)	April 2012
Estimated date for adoption by the council	September 2012

ARRANGEMENTS FOR PRODUCTION

Role	Officers
Organisational Lead	Assistant Director, City Planner, Brighton & Hove City Council
Political Management	Cabinet and full Council.
Internal Resources	Local Development Framework Team Manager, Principal Policy Advisor, LDF Project Manager, Development Policies & Site Allocations Project Team and Sustainability Appraisal Officer. Work will be endorsed by the LDF Steering Group. Close working with other teams including Housing Strategy Team, Economic Development and Children, Families and Schools Department. Initial work will be with the LDF Internal Officers Advisory Group.
Stakeholder Resources	These include the Housing and Economic Partnerships, LDF Sub-Group of the community partnership, and the Primary Care Trust. There will be the need to engage at regional and sub-regional level as well as local stakeholder groups around a number of issues including design, community safety and sustainability.
Community and Stakeholder Involvement	The approach to stakeholder and community involvement is set out in the Statement of Community Involvement.

3. WASTE AND MINERALS CORE STRATEGY DPD

OVERVIEW

Role and Subject	The Waste and Minerals Core Strategy is a joint document that will set out the vision and spatial strategy for sustainable waste reduction, recycling and disposal for Brighton & Hove and East Sussex. It will set out the strategy for identifying sites for waste and waste facilities. This document will include a suite of development control policies.
Coverage	Citywide and countywide
Status	Development Plan Document
Conformity	National policy and guidance, South East Plan (RSS) and the Community Strategies.

TIMETABLE

Stage	Date
Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal	March – April 2007
Public Participation in Plan Preparation	February 2008 – October 2009
Publication of the Document	February – March 2010
Date for submission to Secretary of State	June 2010
Pre-examination meeting with Inspector	July 2010
Examination in Public (estimated)	September 2010
Estimated date for adoption by the council	January 2011

ARRANGEMENTS FOR PRODUCTION

Role	Officers
Organisational Lead	Assistant Director City Planner (Brighton & Hove City Council) and Assistant Director of Policy (East Sussex County Council).
Political Management	Cabinet and full Council (Brighton & Hove) and Cabinet and full Council (East Sussex County Council).
Internal Resources	Strategic Planning and Monitoring Manager, Lead Waste Officer, LDF Project Manager, Waste Planner, Sustainability Team.
External Resources	Joint working with officers at East Sussex and Sustainability Appraisal officer or consultant. Consultants commissioned for research/evidence base work.
Stakeholder Resources	Community Partnerships Sustainability Commission.
Community and Stakeholder Involvement	The approach to stakeholder and community involvement is set out in both Statements of Community Involvement.

4. SHOREHAM HARBOUR JOINT AREA ACTION PLAN DPD

OVERVIEW

Role and Subject	To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour for the period up to 2026
Coverage	Shoreham harbour and South Portslade area
Status	Development Plan Document
Conformity	General conformity with the South East Plan and national policy and the emerging Brighton & Hove and Adur Core Strategies.

TIMETABLE

Stage	Date
Commencement of Document	Early 2008
Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal	December 2008
Public Participation in Plan Preparation	November 2008-November 2009
Publication of the Document	December 2009
Date for submission to Secretary of State	February 2010
Pre-examination meeting with Inspector	July 2010
Examination in Public (estimated)	September 2010
Estimated date for adoption by the council	December 2010

ARRANGEMENTS FOR PRODUCTION

Role	Officers
Organisational Leads	Assistant Director, City Planner, (Brighton & Hove City Council), Strategic Director (Adur District Council) and the Coastal West Sussex Regeneration Manager (West Sussex County Council).
Political Management	Joint Member Steering Group, Cabinet and full Council (Brighton & Hove), Cabinet and full Council (Adur) and Cabinet and full Council (West Sussex).
Internal Resources	Planning Director for Shoreham Harbour (SEEDA funded, working on behalf of all three local authorities), Strategic Planning and Monitoring Manager, Senior Planning Officer, LDF Project Manager.
External Resources	South East of England Development Agency (SEEDA), SEEDA appointed consultants for research and evidence base work, English Partnerships.
Stakeholder Resources	Shoreham Harbour Stakeholder Steering Group. Community Partnerships. Economic Partnerships.
Community and Stakeholder Involvement	The approach to stakeholder and community involvement is set out in the Statements of Community Involvement for each individual local authority.

5. MINERALS SITES DPD

OVERVIEW

Role and Subject	Will set out existing and any new sites for the allocation of minerals development
Coverage	Citywide and countywide
Status	Development Plan Document
Conformity	General conformity with the South East Plan and national policy and the Waste and Minerals Core Strategy.

TIMETABLE

Stage	Date
Early Public Participation in Plan Preparation: Scoping Report	March – April 2007
Public Participation in Plan Preparation	February – March 2008
Further Public Participation in Plan Preparation	June-July 2010
Publication of the Document	February – March 2011
Date for submission to Secretary of State	July 2011
Pre-examination meeting with Inspector	November 2011
Examination in Public (estimated)	January 2012
Estimated date for adoption by the council	April 2012

ARRANGEMENTS FOR PRODUCTION

Role	Officers
Organisational Lead	Assistant Director, City Planner, (Brighton & Hove City Council) and Assistant Director of Policy (East Sussex County Council).
Political Management	Cabinet and full Council (Brighton & Hove) and Cabinet and full Council (East Sussex County Council).
Internal Resources	Strategic Planning and Monitoring Manager, Senior Planning Officer, LDF Project Manager, Waste Planner, Sustainability Team.
External Resources	Joint working with officers at East Sussex and Sustainability Appraisal officer or consultant. Consultants commissioned for research/evidence base work.
Stakeholder Resources	Community Partnerships.
Community and Stakeholder Involvement	The approach to stakeholder and community involvement is set out in both Statements of Community Involvement.

APPENDIX B– Adopted documents within the Brighton & Hove LDF

Document Name	Document Type	Date Adopted
Brighton Centre Design Framework	SPD	Jan 2005
Brighton & Hove Local Plan	DPD	Jul 2005
East Sussex and Brighton & Hove Waste Local Plan	DPD	Feb 2006
Statement of Community Involvement	LDD	Sep 2006
Shopfront Design	SPD	Sep 2005
Circus Street Development Brief	SPD	Mar 2006
Edward St Development Brief	SPD	Mar 2006
Trees and Development Sites	SPD	Mar 2006
Construction and Demolition Waste	SPD	Dec 2006
Advertisements	SPD	Jun 2007
Sustainable Building Design	SPD	Sep 2008

APPENDIX C

Transition from Supplementary Planning Guidance (SPG) to Supplementary Planning Documents (SPDs)

All of the city council's currently adopted SPGs are up to date and will remain a material consideration linked to the Local Plan saved policies. Upgrading a number of these to SPD status is currently being considered. The saved SPGs are set out below.

Supplementary Planning Guidance Note and date	Saved Policy in the Brighton & Hove Local Plan
SPG1: Roof Alterations and Extensions – adopted February 1999	QD14 Extensions and Alterations
SPG2: External Paint Finishes and Colours – October 1998	HE1 Listed Buildings HE6 Development within or affecting the setting of conservation areas
SPG3: Brighton Station Brief – October 1998	EM13 Brighton Station – mixed uses
SPG4: Parking Standards – September 2000 (this SPG is currently under review and will be replaced by an SPD in July 2008)	TR1-TR4, TR14, TR17-TR20 public transport accessibility and parking and TR19 Parking Standards
SPG5 Black Rock Planning Brief – 2001	SR19 Black Rock Site
SPG7 Satellite Dishes – September 2003	QD22 Satellite dish aerials
SPG10 King Alfred/RNR Site Planning Brief – adopted 2002	SR24 King Alfred/RNR Site
SPG11 Listed building interiors – September 2003	HE1 Listed Buildings
SPG13 Listed Buildings – general advice – adopted September 2003	HE1 Listed Buildings
SPG14 Preston Barracks – September 2003	EM17 Preston Barracks
SPG15 Tall Buildings – January 2004	QD1-QD4 Design policies
SPG16 Energy Efficiency and Renewable Energy SPG – May 2004	SU2 Efficiency of development in the use of energy, water and materials
SPG17 Hollingdean Depot and Abattoir Site Planning Brief – January 2004	Waste Local Plan Policy – WLP8b Site specific designation of a proposed recycling, transfer and materials recovery facility Local Plan Policy – EM1 Identified employment sites.
SPG19 Fire Precaution Works to Historic Buildings – May 2004	HE1 Listed Buildings
SPG20 Brighton Marina Planning Brief – January 2003	Linked to a number of policies in the local plan including QD design policies, transport, housing and retail policies.
SPG21 Sustainability Checklist – May 2004	SU2 Efficiency of development

APPENDIX D GLOSSARY OF TERMS AND KEY DOCUMENTS

Acronym Buster

AMR - Annual Monitoring Report
DPD - Development Plan Document
LDF - Local Development Framework
LDD - Local Development Document
LDS - Local Development Scheme
SCI - Statement of Community Involvement
SPD - Supplementary Planning Document

Glossary of Terms

Term	Definition
Annual Monitoring Report (AMR)	An assessment of the progress against the LDS Includes a commentary on the performance of policies. Sent to the Secretary of State each December.
Area Action Plans (AAPs)	These will provide a planning framework to cover key areas of change or conservation.
Background Documents	Technical documents that will inform the production of LDDs, for example an Urban Capacity Study.
Chain of conformity	Outlining how the policies in the DPDs conform to the national, regional and local policy
Core Strategy	Sets out the vision and spatial strategy for the area and will address important spatial matters including housing, the economy, retail, community safety, tourism, transport issues, areas of regeneration and social infrastructure. A key diagram will illustrate the spatial vision for the city.
Development Plan	Term which groups together Regional Spatial Strategies and DPD's.
Development Plan Documents (DPDs)	These are subject to statutory requirements, including submission to the Secretary of State, formal testing through an independent examination and a binding Inspector's report.
Development Policies	A suite of criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the Core Strategy.
Independent Examination	All DPD's are subject to independent examination by a planning inspector. The inspector will carry out an "assessment of soundness" of the document.
Local Development Documents (LDDs)	The collective term for DPDs, SPDs and the SCI.
Local Development Framework (LDF)	This is the group of documents that form the spatial development framework for the area. Includes DPDs, SPDs, the SCI, the LDS and the AMR.
Local Development Scheme (LDS)	Sets out a three year rolling project plan for the preparation and delivery of the various LDDs. The purpose of the LDS is to inform the public of the documents that will make up the LDF and the timescales they can expect preparation and review of these documents.
Planning Policy Statements (PPS)	Produced by central government and express national planning policy.
Proposals Map	Will show existing and revised designations of areas of land such as conservation areas and green belt, and the locations of any proposed or actual Area Action Plans. It would also define the sites for particular future land uses or developments, and the areas to which specific policies apply.
Regional Spatial Strategy (RSS)	To be prepared in the South East by the South East England Regional Assembly (SEERA). The regional spatial strategy or the 'South East Plan' will be a statutory document and part of the local Development Plan and it will set out the policies in relation to the development and use of land in the region and will be approved by the Secretary of State.
Site Allocations	This will identify all citywide site allocations for uses including housing, affordable housing, employment land, retail, leisure, social, health and education.
Saved Plan	Certain existing plans will be "saved", that is they will remain a material consideration as part of the development plan for three years and be contained within the local development framework.
Spatial Planning	Planning that is not just about land use but concerned with delivering sustainable development and that takes into account for example, education, housing, economic development, cultural and social issues.
Statement of Community Involvement (SCI)	Sets out how the community is to be engaged in the LDF process and sets standards for involving the community in the preparation, alteration and continuing review of all local development documents.
Supplementary Planning Documents (SPDs)	These will need to be consistent with parent DPDs and will elaborate upon the policies and specific site allocations. They will be capable of being a material consideration in the determination of planning applications although afforded less weight.
Sustainability Appraisal	Strategic environmental assessment (SEA) is a generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

